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Class Specifications  
for the Class:

SCHOOL CUSTODIAL SERVICES SUPERVISOR

Duties Summary:

Directs and coordinates the substitute custodial, carpet maintenance and other related custodial maintenance services for schools on Oahu; and performs other duties as required.

Distinguishing Characteristics:

This class reflects overall responsibility for substitute custodial, carpet maintenance and other miscellaneous related custodial services for all public schools an Oahu. Activities are carried out through subordinate supervisors who have responsibility for functional areas of work.

The work of the position in this class includes arranging for inter-crew assistance, as necessary, and participating in training workshops for subordinate crews and custodians regularly assigned to Oahu Schools.

The work is performed under the supervision of a Superintendent who provides some technical as well as administrative guidance, and who advises on problems of priorities, procedures and new techniques.

Examples of Duties:

Through subordinate supervisors, directs the work of several crews of school custodians and carpet cleaners; arranges for inter-crew assistance, as necessary; insures that subordinate supervisors enforce safe and proper work methods, practices, etc.; participates in training workshops; instructs and assists others in custodial maintenance activities, as necessary, particularly in the use of new tools, supplies, equipment, work methods and techniques; conducts periodic inspections of sanitary conditions of schools on Oahu including rest rooms, drinking fountains, showers, etc., and prepares reports of conditions found, as assigned; assists in the testing of equipment, cleaning solutions, disinfectants, etc.; reviews job performance reports prepared by subordinate supervisors; evaluates the work performance of subordinate supervisors; and prepares and submits

reports.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of supervision; methods, techniques, equipment and materials used in cleaning and maintaining buildings and surrounding grounds including carpets, tile and other floors; and occupational hazards and safety precautions.

Ability to: Plan, schedule and direct the work of others; keep records and prepare reports; give and follow oral and written instructions; and deal tactfully and effectively with others.

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This is the first specification for the new class SCHOOL CUSTODIAL SERVICES SUPERVISOR (initially titled SCHOOL CUSTODIAL SERVICES FOREMAN).

DATE APPROVED: 12/15/71

(for) JAMES H. TAKUSHI  
Director of Personnel Services